


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Hazardous Materials Management	POLICY NO: AD-HS-11	Page 1 of 2
RESPONSIBILITY: Environments of Care		
APPROVED BY:  DIRECTOR	EFFECTIVE: 4/5/12	LAST REVIEWED/REVISED:

PURPOSE:

- A. The purpose of this policy is to inform the employees of Guam Behavioral Health and Wellness Center (GBHWC) about possible hazards connected with materials in their workplace, proper handling, storage and disposal of these hazardous materials.

POLICY

- A. Hazardous chemicals and materials are used throughout Guam Behavioral Health and Wellness Center (GBHWC). The Occupational Safety and Health Administration (OSHA) require employers to communicate information about hazardous materials in the workplace and provide proper disposal, handling and storage.
- B. All employees will be trained for agency-wide and department specific regulations concerning hazardous wastes, hazardous chemicals and the "Right to Know" law and other pertinent law and regulations.
- C. The implementation of this policy will ensure that GBHWC employees are aware of any potential hazards connected with any materials or chemicals to which they may be exposed in the course of their work. In order to accomplish this, GBHWC will ensure that:
 - a. A current list of all hazardous chemicals or materials being used is maintained at each work site;
 - b. All containers of hazardous materials stored and used are appropriately labeled;
 - c. All GBHWC employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
 - d. All GBHWC employees are trained to understand the content of the material safety data sheets (MSDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.
 - e. All hazardous materials must be stored, and separated in accordance to the *Occupational Health and Safety Act 1970*.
- D. GBHWC properly dispose of hazardous material in accordance with the instructions in the Material Safety Data Sheet (MSDS) or container label. A contracted waste disposal company (Waste Management) shall be notified for any hazardous materials for pick up.

DEFINITIONS:

1. Hazardous Chemicals and Material: According to *OSHA 29 CFR 1910.120* include any chemical or material that presents either a health or physical hazard. These include chemicals and materials that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, flammable, combustible liquids, compressed gases, sensitizer, hepatotoxins, neurotoxins, and agents that damage the lungs, skin, eyes or mucus membranes. Chemicals are hazardous if hazardous ingredients comprise 1% or greater. Not included in this definition are the items that are drugs or defined under the

Federal Drug and Cosmetic Act, when in solid final form for direct administration to the patient.

2. Right to Know: refers to workers rights to information about chemicals in their workplace. The federal law that provides these rights is the *OSHA Hazard Communication Standard (OSHA 3084)*. Employers must provide chemical information to their workers under the OSHA standard.

RESPONSIBILITIES:

- A. Safety Officer:
 - a. Ensure compliance with this policy and all necessary laws and policies.
 - b. Assist in the training of all employees who handle, use, store, and any other disposition of hazardous materials.
 - c. Maintains a complete file of Material Safety Data Sheets for every hazardous material used, procured, or stored in GBHWC facilities
- B. Facility and Operations Officer:
 - a. Shall ensure disposal of waste bins are properly collected and handled regularly for Waste Management pick up.
- C. Supervisors
 - a. Inventories and logs all potential hazardous chemicals on a Safety Data Sheet (SDS), submits a copy to the Safety Officer and keeps this log readily available as required at sites.
 - b. Ensures compliance at assigned areas.

REFERENCE(S):

Occupational Safety and Health Administration. (1970). *Occupational safety and health standards: Hazardous waste operations and emergency response* (Standard No. 1910.120).

RELATED POLICY (IES):

SUPERSEDES: Hazardous Items; ORG-F)-1-2 5/07/1990; Marilyn L. Wingfield

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

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The signatories on this document acknowledge that they have reviewed and approved the following:

☒ Policies and Procedure


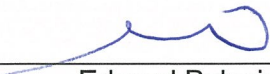
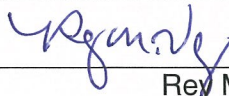
Submitted by: Health and Safety

☐ Protocol/Form

Policy No: AD-HS-11

☐ Bylaws

Title: Hazardous Materials Management

Reviewed/Endorsed Title	Date	Signature
	4/5/17	
	Name Title	Alfred Garrido Health and Safety officer
Reviewed/Endorsed Title	Date	Signature
	4-04-17	
	Name Title	Edward Palacios Facility Operations Officer
Reviewed/Endorsed Title	Date	Signature
	4/5/17	
	Name Title	Rey M Vega GBHWC Director